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| **Position Title** | Executive Assistant |
| **Group/Portfolio** | Advancement |
| **Classification** | HEW 6 |
| **Position Number** | 00061540 |
| **Reports To** | Vice President (Advancement) |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

## The Executive Assistant is responsible for high level, administrative and management support focused on the efficient and effective operation of the Office of the Vice President (Advancement). This position provides dedicated primary executive support to the Vice President (Advancement) and executive support to the Director, Development, noting their executive responsibilities for philanthropic revenue generation. The Executive Assistant will also undertake special projects and a range of related initiatives and activities, including research, compilation of data and preparation of reports.

## 2.0 Eligibility Requirements

The occupant of this position will hold relevant tertiary qualifications and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

* + - Provide high level administrative and management support for the day-to-day operations of the Office of the Vice President (Advancement), support the development and implementation of Operational and Strategic Plans, and develop, implement and manage effective and efficient administrative systems.
    - Provide high level business support to the Vice President (Advancement) and Director, Development, including following up on actions arising out of meetings, initiating and drafting correspondence, managing requests for information, research and drafting documents and presentations, and maintaining records.
    - Assume full responsibility for the schedules of the Vice President (Advancement) and Director, Development, managing all diary appointments, travel arrangements and itineraries.
    - Coordinate activities for visitors to the Office of the Vice President (Advancement), including itineraries, tours and hospitality for visiting donors and stakeholders.
    - Develop and maintain effective key working relationships with Advancement portfolio senior leadership, particularly the Deputy Director, Advancement; Senior Advancement and Campaign Manager; Advancement Executive Assistant; Gold Coast Executive Office; and Executive Group Support Group.
    - Liaise with other elements of the University, senior management and staff to ensure timely delivery of information and fulfillment of obligations for the Office of the Vice President (Advancement).
    - Process finances such as purchasing and corporate card reconciliation.
    - Support senior staff in maintaining effective working relationships within the university community and with external stakeholders, professional organisations and the community, ensuring effective communication.
    - Respond to and manage more complex requests for information from, and of, the Office of the Vice President (Advancement), ensuring matters are managed expeditiously and appropriately.
    - Support governance activities and processes, coordinate and provide high level support and advice to working parties/project teams, and coordinate outcome actions.
    - Provide project coordination of small to medium scale project activities for the Vice President (Advancement) as required, to achieve organisational objectives.
    - Provide support for the efficient operation of the Gold Coast Executive Office, including reception cover and assisting with stakeholder visits.
    - Undertake other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the Advancement portfolio.
    - Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).